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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25; D.C.

FIELD MEMORANDUM SCS # 1125

Re: Policies Governing Procurement
of Aerial Surveys (New Photog-
raphy and Reflights) and
Aerial Photographic Prints

October 7, 1948

TO ALL RANKING FIELD OFFICERS:

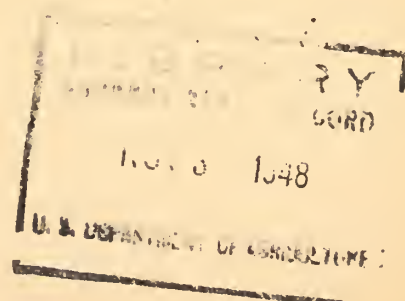
The purpose of this memorandum is to clarify and summarize policies and procedures in connection with the procurement of aerial surveys (new photography and reflights) and supplying aerial photographic prints for the Soil Conservation Service.

I. FINANCING AERIAL SURVEYS

The responsibility for payment of the cost of aerial surveys rests with the region. This policy has been in effect for several years and is again emphasized. No funds will be set up in Washington or the Beltsville Cartographic Division to pay the cost of these surveys. Plans for aerial surveys should be made insofar as possible before the beginning of the fiscal year. Annually, upon advice of allotments, each region should set aside the funds it intends to use for aerial surveys. Requests for proposed aerial surveys should be submitted to the Washington Cartographic Division for processing as early in the fiscal year as possible so that they may have ample time to secure the best possible contracts and have them awarded.

The Washington Cartographic Division will assemble the regional requests for surveys and estimate the cost of flying the areas. When it is necessary to make any change whatsoever in the areas requested, the regional offices will be consulted and an agreement reached.

While it is better to initiate these surveys early in the fiscal year, it is not always possible to foresee all regional needs at the beginning of the year. In instances where exceptional conditions create a need for aerial surveys, every effort will be made to expedite the contract. As a rule, contracts negotiated after January 1 have not been very satisfactory. The best contracts have been obtained when they did not have to be "pedalled" through with a RUSH tag on them.



In requesting areas to be flown, the boundaries should be carefully delineated on a map or given by latitude and longitude, together with the scale desired and accompanied by justification for the request. The Washington Cartographic Division is charged with the responsibility for developing and consolidating regional requests into a national advertisement in the interest of reduced flying costs.

On all contracts, whether National or regional, the Cartographic Division here will be responsible for obtaining clearance, preparing the technical specifications so that they will serve the purpose for which they were intended, writing the schedule, and for inspection and acceptance of the survey.

All negatives resulting from aerial surveys for contracts awarded through both Washington and the regional offices will be stored permanently in the vaults at Beltsville, Maryland.

II. FINANCING PROCUREMENT OF PHOTOGRAPHIC PRINTS FOR THE SOIL CONSERVATION SERVICE PROGRAM

The Service will continue to allocate funds to the Washington Cartographic Division in order that it may supply aerial prints to the regional offices. This includes prints procured from other federal agencies and private sources, as well as from the negatives of the aerial surveys of the Service.

III. DELEGATED AUTHORITY FOR AERIAL SURVEYS OF MINOR AREAS

All regions are hereby authorized to enter into contracts for minor areas where the cost of such flying does not exceed 25 hundred dollars for a single contract. This authority is intended to cover relatively specialized areas such as irrigation projects, reflights on land levelling projects, etc. Departmental clearance for such areas must be obtained, and the Department of Agriculture has indicated that this type of clearance can be obtained in a very brief period of time.

A copy of the approved specification and form of advertisement is being furnished each region under separate cover and no changes may be made therein except with proper clearance. When a reflight is to be made, the request for clearance should so state and justification be given.

IV. AERIAL PHOTOGRAPHS FOR INFORMATION PURPOSES

This memorandum does not apply to the procurement of flight services or aerial photographic prints to be used in connection with the information work of the Service, or in connection with floods and other emergency situations.

H.E. Jones
Acting Chief